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26 September 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report -- Week Ending
26 September 1975

1. Economists: We reported previously that we hoped to receive a response from the Civil Service Commission concerning whether they would authorize EOD travel expenses for economists. After studying our paper which was submitted on 16 September, the CSC called last Friday, 19 September, to say that they were confused and thought we had only the specific job, "international economist." It was pointed out that our jobs run the entire gamut in the economist series except for labor economists. Specifically, we have general, financial, regional (area), industrial, international and agricultural economists. This is the first time in three years CSC has had a request to declare an entire series to be in short supply. They will have to survey other Government agencies, and therefore would make no prediction on how long it would be before we have an answer. OER was advised. (Previously reported at 8:30 Meeting.)

2. White House Ceremony: We were advised not to send employees to the arrival ceremony at the White House for President Lopez of Colombia, scheduled for Thursday, 25 September. The cancellation was the result of inclement weather.

3. State Asks for Help: The Associate Director of the Department of State Recreation Association has asked our EAA Coordinator for advice in setting up an exhibition similar to our "October Fair." Their previous attempts have not been successful and they are looking for new ideas to stimulate employee interest in their various club activities. Since our October Fair is now being planned and is scheduled for 20-24 October, the EAA Coordinator, Mr. [] has extended an invitation to his State Department counterpart to visit our exhibition and see how our employee activities are demonstrated. (Previously reported at 8:30 Meeting.)

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4. Special Advertising: An advertisement for an artist for the Office of Technical Service which ran in the Washington Post on 14 and 21 September has resulted in an unusually heavy response. We have processed 181 responses to date and the majority of them have been accompanied by bulky samples of their work. An initial review has at least convinced us that there is an abundance of available artist talent in the greater Washington, D. C. area.

5. Career Day: Arrangements have been made to take part in a Minority Career Day at the University of Michigan at Ann Arbor on 7 and 8 October. The invitation was extended by University placement officials who seemed delighted that CIA would agree to return to their campus for this event.

6. Regulation Change: We forwarded a request for a pen-and-ink change to [] to change the representational allowance supplement per diem from \$18 to \$21 in accordance with the provisions of []

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7. Inclement Weather: We prepared OPN 20-75-8 to revise the list of officers responsible for staffing OP offices during weather emergencies.

8. Briefing: We briefed the Agency's Federal Women's Program Coordinator on APP and Developmental Profiles.

9. Handicapped: Miss [] of Staff Personnel Division met with Mr. Clayton Boyd of the Civil Service Commission on Friday, 19 September, to discuss our Handicapped and Disabled Veterans Affirmative Action Plans. He provided Miss [] with good ideas concerning publicity for the program and helpful hints concerning counseling and services that are available to handicapped persons.

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10. Honor Awards: With the 30 recommendations received this week for Honor and Merit Awards, the total received thus far in September is 172. The average number of recommendations per month for the previous 12 months is 35. DDS&T will ask for a single ceremony for the [] Group in the Auditorium (134 awards).

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11. Closed for Inventory: The EAA Store will be closed for its quarterly inventory on 29 and 30 September. Business will resume on 1 October.

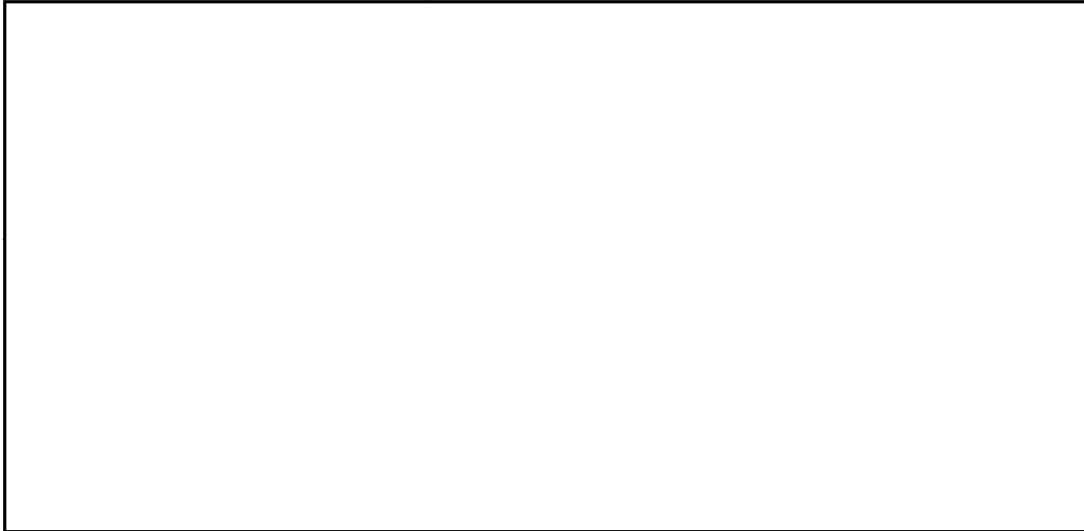
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12. Rehired Annuitants: The following rehired annuitant cases were approved for the Directorate of Administration:



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Coming Events:

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1. [] officials plan to attend the language conferences which follow and have asked for recruiter coverage:

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Atlanta -- Slavic Languages Conference, 8-11 October, Mr. [] to attend.

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San Francisco -- Africa Studies Association, 29 October-1 November, Mr. [] to attend.

2. The Chief, Personal Affairs Branch/OP, as the Agency Housing Officer, will attend a meeting of the Federal Equal Opportunity Council on 2 October in the HUD Departmental Conference Room.

3. The Annual EAA October Fair will be held in the "J" Corridor of the first floor the week of 20 October. Approximately 30 activities and athletic groups will have displays. In addition, there will be daily demonstrations in pencil sketching, oil painting, quilting, leaded stained glass, eggery, small picture making and fly-tying.

4. We plan to continue our review of APP revisions.

(Signed) F. W. M. Janney

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